



**राष्ट्रीय प्रौद्योगिकी संस्थान सिक्किम**  
**NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM**  
(An Institute of National Importance, MHRD, Govt. of India)

No: 372/NITS/Admin/Empanelment of Medicine/19-20/87

Date: 06<sup>th</sup> March 2020

To,

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**Notice Inviting Quotations for Empanelment of Pharmacy Shops for Supply of Medicines and Consumable Medical Items at Medical Unit, NIT Sikkim, Ravangla Campus, South Sikkim.**

<i>NIQ SUMMARY</i>	
Bid System	Single Bid
NIQ Floating Date	06 <sup>th</sup> March 2020
Closing Date & Time for Submission of Bid	31 <sup>st</sup> March 2020; 12:30 PM
Opening Date & Time of Technical Bid	31 <sup>st</sup> March 2020; 03:30 PM
Place of Opening of Bid	Medical Unit, National Institute of Technology Sikkim, Ravangla Campus, South Sikkim, 737139
Bid should be addressed to	Registrar National Institute of Technology Sikkim Barfung Block, Ravangla, South Sikkim, Sikkim - 737139
For any clarification	e-mail: registrar.office@nitsikkim.ac.in medicalunit@nitsikkim.ac.in
Application Fees	Rs.500/- (Rupees Five Hundred Only) via Demand Draft in the favour of "Director NIT Sikkim" payable at Ravangla.

**Scope of Works:** Supply of Medicines and Consumable Medical Items.

**Terms & Conditions:**

- Number of Empanelled Vendor:** NIT Sikkim can empanel one or multiple vendor based on requirement and availability of Medicines & Consumable Medical items and can cancel the empanelment process any time even after providing empanelment order without giving any reason and can purchase Medicines & Consumable Medical items from any other vendor or from open market.
- Contact Nos./E-mail IDs** of Authorized persons of the firm must be given on each envelop.
- Validity:** The bid should be valid for acceptance for a period of 90 Days after closing date of Tender. The Bidders should be ready to extend the validity, if required.
- Quoted Price:** Supplier must mention percentage (%) of discount on MRP including all taxes (GST) for Medicine & Consumable Medical items. Bidder cannot change percentage (%) of discount on MRP during empanelment period. NIT Sikkim will not pay any transportation charge for supply. The quoted rate must be F.O.R NIT Sikkim.

5. **Bidder must submit the copy of:**

- (i) Validity Trade License and Firm registration certificate clearly mentioning authorization to supply medicines and consumable medical items,
- (ii) GST Registration Certificate,
- (iii) PAN of the firm or Proprietor.

**Note: All the must be in relevant trade.**

All the above documents must be of the bidding firm. No documents of any other sister concern or principal company is acceptable. Authorization obtained from other firms will NOT be acceptable and such bid(s) shall be rejected.

6. **Contract Period:** Empanelment will be initially for one year or suitable period decided by competent authority. Extension may be given based on satisfactory services and approval from competent authority.
7. Supplied Medicines must have at least 11 months validity of expiry date from the date of delivery. For some specific situation and manufactures, concern authority may adjust expiry date. It is the sole responsibility of supplier / bidder to ensure that the medicines & consumable medical items delivered are not of expired date.
8. **Medicines & Consumable Medical items order details:** Bidder has to supply within 10 days of PO and as per quoted percentage (%) of discount on MRP including all taxes (GST). Bidder cannot demand/claim any minimum order for any one item or for all items or any financial or any type of support from NIT Sikkim.
9. **Only invoices with serial numbers and printed with GST Number as per GST Act shall be accepted.**
10. Payment shall be made by through online transfer only after the delivery of **ALL** the Medicines & Consumable Medical items against the Purchase Order from time to time. Advance or partial payment will not be made.
11. **Return of Medicines & Consumable Medical items:** NIT Sikkim can return any Medicines & Consumable Medical items, if the items are not delivered according to Purchase Order, if found expired if any medicines have validity of expiry less than above minimum expiry period. Vendor has the responsibility to take return Medicines & Consumable Medical items from NIT campus and for the same, vendor cannot claim /demand any financial support or any other support from NIT Sikkim.
12. Bidder shall face legal action and shall be black listed from NIT Sikkim in case it is found that supplier has supplied counterfeit medicines or has committed any act of misleading the institution.
13. **Liquidated Damage:**

If the bidder fails to deliver any or all the Medicines & Consumable Medical items within the period, then liquidated damage will be applicable as below:

  - (i) Delay up to 15 days: 01%
  - (ii) Delay exceeding 15 days and up to one month: 02%
  - (iii) Delay exceeding one month: 04%

If supplier fails to supply within 2 months of PO date then NIT Sikkim can terminate the contract or even can black list supplier.

14. **Amendment of Bidding Documents:** NIT Sikkim can change / edit terms & condition or can published corrigendum any time. This is the responsibility of the Bidder to follow NIT Sikkim's website ([www.nitsikkim.ac.in](http://www.nitsikkim.ac.in)) time to time for any changes. NIT Sikkim will not be responsible for ignorance of corrigendum.

-Sd/-  
**Registrar**  
NIT Sikkim  
(Annexure-I)

**Bidder's Profile**

(On the letter head of the bidder)

<b>S. No.</b>	<b>Particulars</b>	<b>Information</b>
01	Name of the Firm/Agency	
02	Complete Postal Address with Tel. No., Fax/Email	
03	Date of Establishment: Experience (in years)	
04	Registration details with concerned authority	
05	Name of the contact person Mobile no (Office) Mobile no (Home) e-mail Id	
06	GST Registration No (please enclose a copy of GST Registration).	
07	PAN card No: Pharmacy License No:	

(Annexure-II)

**Undertaking**

(On the letter head of the bidder)

To  
The Director  
NIT Sikkim

**Sub:** Undertaking for (Tender No:372/ NITS/Admin /Empanelment of Medicine/19-20/87

**Dear Sir,**

This is to undertake that I / We, owner(s) of M/s ....., of (name of city) have read the above mentioned Tender document and have fully understood the Terms & Conditions and their implications. We undertake that if I/We am/were given the contract, I/We will abide by all the Terms & Conditions etc. of the tender in letter and spirit.

Signed by  
(Name)

Authorized Signatory of M/s .....

Official Stamp:

Date:

Place:

(Annexure-III)

**Financial Bid for Medicines & Consumables Medical Items**

(On the letter head of the bidder)

S. No.	Groups Details	Overall % of Discount on MRP or on Printed Price (Including all Taxes)	In wards
01	Medicines		
02	Consumable Medical Items		

(Signature &amp; Stamp)

**Bank Details of the Bidder**

S.No.	Particulars	Information
01	Firm (Beneficiary) Name	
02	Complete Bank Account No. of the Firm (beneficiary)	
03	Bank Name & Address	
04	IFSC Code no.	
05	Mobile no (for SMS)	
06	Email ID (for information)	

We undertake that all information provided above is correct and NIT Sikkim will not be responsible in case of any error on the part of firm.

Signature &amp; Stamp